

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-14				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2013 Base Option Period Number 2			Title of Work Assignment/SF Site Name ERLN Support				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.1, 2.3, 2.7, 2.8.1, 2.8.3, 2.8.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2012 To 07/31/2013				
Comments: This action establishes WA 2-14 in OP 2 and requests a work plan, staffing plan, and budget for the attached PWS. The Agency estimates 8575 direct labor hours will be required to support the effort.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
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5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/30/2010 To 07/31/2013										
This Action:						8,575				
Total:						8,575				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Terry Smith						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-564-2908				
						FAX Number:				
Project Officer Name Nancy Muzzy						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-569-7864				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Cathy Basu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2042				
						FAX Number:				

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT**

Contract No. EP-C-10-060

Work Assignment: 2-14

WAM: Name **Terry Smith**
 Office of Emergency Management
 Office of Solid Waste and Emergency Response
Phone: (202) 564-2908
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Ariel Rios Building
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Washington, DC 20460

Alternate WAM: N/A

LOE: 8575

Period of Performance: August 1, 2012 to July 31, 2013

Title: Environmental Response Laboratory Network (ERLN) Support

PWS Sections: PWS Sections: 2.1, 2.3, 2.7, 2.8.1, 2.8.3, 2.8.4

I. PURPOSE:

The purpose of this work assignment (WA) is to provide support to EPA's Office of Emergency Management (OEM) in managing the Environmental Response Laboratory Network (ERLN) of environmental testing laboratories in the United States. EPA established the broad ERLN in 2009, and contract support under contract EP-C-10-060 , Work Assignment 14 has supported it. The intent of this current WA is to manage laboratory testing needs to support responses resulting from an environmental incident, ranging from threats to human health and the environment from a release or potential release of hazardous substances/materials and oil to a nationally significant incident, such as a naturally occurring event (hurricane or tornado) or a major terrorist attack releasing extremely hazardous chemicals, biological agents, or radiological/nuclear agents. The contractor will play a major role in supporting further development and update of this network and associated tools, as well as providing continuing management support for the long term sustainability of the network.

This work assignment also supports the maintenance and enhancement of the Compendium of Environmental Testing Laboratories (Laboratory Compendium), which is a web-based tool that enables users of laboratory services provide and update individual laboratory profiles and to identify laboratories with appropriate analytical capabilities to respond to environmental

incidents. Users include EPA, states, other federal agencies, and water utilities. EPA maintains the Laboratory Compendium within the EPA IT infrastructure and may be accessed at www.epa.gov/compendium. It also supports the maintenance and enhancement of the Web-based Electronic Data Review (WebEDR) tool, which performs automated review of analytical data delivered via compatible electronic data deliverables (EDDs). Laboratories may perform self inspections of a project's analytical data, and reviewers may review data against specific project measurement quality objectives. Users include ERLN members, non-ERLN members on a case-by-case basis, EPA, states and water utilities.

OEM has developed various project and work plans to define the scope of laboratory response-related activities and issues. This work assignment will build upon the prior work to fully assess and develop laboratory capacity and capabilities for water, air, soil, and surfaces to stay compatible and in parallel with other Agency projects. This work assignment will include efforts toward the enhancement and maintenance of the web-based Laboratory Compendium tool, a repository for ERLN-related data.

The work to be performed under this work assignment will provide support in the following areas, and will continue the work begun under previous contracts and work assignments on this contract:

Task 0 - Work Plan, Administration, and Management

Task 1 - Data Collection (non-Measurements) & Verification of Existing Laboratory Support Capabilities of ERLN and Prospective ERLN Compendium Laboratories

Task 2- Maintain and Enhance Web-based Laboratory Compendium's Functionality and Capability to Add New Laboratories

Task 3 - Prepare Technical Position Documents on Laboratory Issues

Task 4 - Enhance Electronic Data Deliverables and Web-Based Electronic Data Review Tool and Function

Task 5 – Organize and Support Stakeholder Meetings

Task 6 - Support to ERLN During an EPA Emergency Response Activity or Exercise

II. BACKGROUND:

EPA's Office of Emergency Management (OEM) serves as the National Program Manager for removal actions conducted under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), response actions conducted in the inland zone under the Oil Pollution Act (OPA), response actions under Emergency Support Function (ESF) 10 of the National Response Framework and other authorities, as appropriate. As part of the process for OEM to meet its mission needs, EPA created and now operates and maintains the Environmental Response Laboratory Network (ERLN), which is managed in OEM's Program Coordination and Operations Division (POCD).

The ERLN is a network of environmental laboratories (approximately 130 labs so far) containing a diverse nature of testing capabilities and capacity. The ERLN is available to support a variety of response actions, including CERCLA removals, OPA responses, and nationally significant incidents, such as Hurricane Katrina, the Japan earthquake/tsunami-Fukushima nuclear incident, a terrorist event involving weapons of mass introduction, etc., and it will also support training and exercises. The ERLN is available to support the needs of environmental incidents regardless of the matrix. Its water component, the Water Laboratory Alliance (WLA), supported by WA 2-13 on this contract, will meet the Office of Water's (OW) needs under its various authorities, such as the Clean Water Act, Safe Drinking Water Act, National Pollutant Discharge Elimination System (NPDES) activities, and other wastewater discharge activities. The Office of Water's Water Security Division has teamed with OEM's staff to ensure sufficient water testing laboratory (including certified drinking water labs and water utility labs) capability and capacity are incorporated into the ERLN via the WLA. EPA's Office of Research Development provides technical analytical method development support for OEM's and OW's authorities. The mission of the ERLN is to provide testing services of environmental matrices (water, soil, air, and surfaces). However, the major impetus for testing of non-water matrices is to ensure contaminants are not allowed to migrate into surface water and drinking water sources.

III. QA REQUIREMENTS:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan Washington, DC area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a project specific

PQAPP supplement to the QMP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Data Collection (non-Measurements) & Verification of Existing Laboratory Support Capabilities of ERLN and Prospective ERLN Compendium Laboratories

The Laboratory Compendium is a living data base requiring updates whenever new laboratories apply for membership or there are potential user enhancement modifications for future use. (For cost estimate purposes only, assume there will be a need for 25 updates per year.)

In this task, the contractor shall:

Collect and update laboratory specific information from federal, state, environmental, agricultural, university, public health laboratory, and commercial sources to expand the web-based EPA Laboratory Compendium tool, with the goal of being able to characterize the capacity and capability of EPA and non-EPA laboratories to analyze for priority contaminants in environmental samples (i.e., water, air, soil sediments, surfaces, etc.).

Update and analyze information contained within the existing Laboratory Compendium to ensure that data are current, accurate and consistent with expected parameters. Data in the current database will also be evaluated to identify common data associated with specific agents to maximize data consistency.

Provide user support for Laboratory Compendium data entry interface including orienting new users (for cost estimates, assume 25 new users per year), supporting system administrators, and contacting current laboratories to update existing information. Users are federal, state, and water utilities who are registered and approved for data access and who have an appropriate entry password. EPA approves users of the Laboratory Compendium through established Standard Operating Procedures. A list of approved users is included within the database. This support also includes continuing to provide data entry services for hard copy information summaries.

Provide additional data collection support as required to support POCD. For example, laboratory tabletop exercises (TTX) and Full Scale Exercises (FSE) demonstrating a simulated event, or Agency directed information searches may be required, in which

case, technical direction will be issued. If those requests change the cost of the work assignment, OEM will prepare an amendment.

Collect new ERLN membership application information from EPA Office of Acquisition Management (OAM). Compare the application to the ERLN membership criteria submitted by OEM, and provide summary report and applicant score to OEM.

Deliverable:

Updated Laboratory Compendium tool efforts shall be initiated upon receipt of TD requesting update. A summary report, listing any changes made to the web-based Laboratory Compendium tool shall be delivered to the Work Assignment Manager. Scoring and reporting of new ERLN membership applications shall be submitted to OEM within 30 days of receipt of application from OAM.

Due Dates:

Summary of Laboratory Compendium updates shall be delivered 30 days from receipt of Technical Direction requesting Laboratory Compendium updates.

Task 2 – Maintain and Enhance Web-Based Laboratory Compendium’s Functionality and Capability to Add New Laboratories

The contractor shall perform the following tasks:

Assist POCD in identifying new Laboratory Compendium users (for cost analysis assume that potentially up to five (5) new users’ groups) as well as expanding Laboratory Compendium capabilities in order to accommodate the evolving needs of various user communities. This assistance includes identifying data needs of stakeholders and possible areas to maximize and adapt Laboratory Compendium capabilities.

Enhance Laboratory Compendium functionality and accessibility, based on written technical direction received from the EPA WAM. Provide enhanced search capabilities for locations, matrices and specific agent methods and capacities, a comprehensive glossary of terms, and enhanced user group and stakeholder-specific capabilities (i.e., data translations, additional instructions, etc.) to the Laboratory Compendium.

Based on technical direction received from the WAM, the contractor shall incorporate specified enhancements into the Laboratory Compendium to accommodate user needs. These enhancements may include, but are not limited to, providing links to other EPA systems including the Water Contaminant Information Tool (WCIT) and EPA’s Water Security Division’s Analytical Toolbox.

Deliverable:

All requests through Task 2 shall be made through a Technical Direction. Deliverables shall be in the form of draft charts and summary and detailed data reports. Required due dates of each deliverable will be noted in the TD.

Task 3 - Prepare Technical Position Documents on Laboratory Issues

The Contractor shall perform the following tasks:

Draft Position Papers (for cost estimate purposes, assume five position papers) **as requested by written Technical Direction**, that discuss short-, medium-, and long-term recommendations to address identified gaps in laboratory capacity, capabilities, and operations. These documents may be in the form of white papers, summary reports, Quality Assurance Plans (QAPS), outreach plans for facilitating inter-laboratory coordination and information exchange, technical approach plans for coordination of laboratory response activities, etc.

Provide assistance and support to POCD in developing ad hoc informational reports (for cost estimates, assume ten reports) used to develop materials for EPA management regarding data contained in the Laboratory Compendium, recommended activities and improvements to EPA's environmental laboratory support as well as other laboratory-related issues.

Deliverable:

All requests through Task 3 shall be made through Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

Task 4 - Enhance Electronic Data Deliverables (EDD) and Web-based Electronic Data Review (WebEDR) tool

In this task, the Contractor shall perform the following tasks:

Update the current level 1 and level 1T EDD package to incorporate new data elements to meet program needs.

Update WebEDR tool to accommodate any changes made to current readable EDDs.

Update EDD package Type II to be consistent with ERLN Type II EDD requirements specified in the ERLN membership and data submission requirements guidance available on the ERLN website: <http://webedr.fedcsc.com/help/pdf/ERLN-ReqforDataSubmissions.pdf>

Update Web EDR tool to accommodate any changes made to current readable EDDs.

Participate in meetings (**for cost estimate purposes, assume long distance travel of five (5) trips with each trip needing support of three contractors**) set up by the EPA WAM to establish further data delivery needs of the ERLN. This support may consist of meetings designed to expand the elements of the current 1, 1T, and Type 2 level EDD or to develop a single EDD incorporating the 1, 1T, and 2 formats with the formats used by other offices within EPA, e.g., EPA's Office of Superfund Remediation and Technical Innovation (OSRTI) Staged Electronic Data Deliverable (SEDD) format, SCRIBE, etc, or other agency EDD formats

Provide technical support including documentation, training sessions, and Help Desk support for the ERLN data users and EPA-designated personnel to generate compliant EDD files to properly use ADR tool. Prepare monthly progress reports documenting the technical support activities provided via Help Desk phone system, or other assisting mechanism such as virtual meeting/fora, or web-based information pages. Help desk support should be based upon usage during normal government operating hours.

(Note: The Help Desk function for this contract is a buy-in to the existing Sample Management Operations (SMO) Help Desk provided to EPA's OSRTI. No further set-up of equipment or extra services is required).

Arrange and/or conduct ERLN EDD and/or WebEDR training sessions (**for cost estimates, assume five (5) meetings**) for EPA and EPA-designated personnel as directed by the USEPA WAM. Prepare training presentation materials, as needed, in draft for EPA review, prior to finalizing.

Deliverable:

All requests through Task 5 shall be made through Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD.

Task 5 - Organize and Support Stakeholder Meetings

The contractor shall:

Support ERLN stakeholder meetings by gathering data and drafting reports necessary for meeting preparation, and preparing concise action items or summary and detailed reports from the stakeholder meetings. Stakeholders include EPA, states, and other federal agency participants in maintaining and operating the ERLN.

For estimating purposes, the contractor should anticipate long distance travel for five (5) trips anywhere in the continental US, Alaska, or Hawaii with each trip needing support of 3 contractors for 2 nights. The contractor shall also anticipate the potential of 20 instances of local travel in the Washington, DC area for 2 contractors.

Deliverable:

All requests through Task 5 shall be made through Technical Direction. Deliverables shall be in the form of draft written reports, charts, and summary and detailed data reports. Required due dates of each deliverable will be noted in the TD. The contractor shall develop and deliver the draft reports via e-mail to the EPA WAM, who will review, revise if necessary, and distribute to appropriate recipients.

Task 6: Support to ERLN During an EPA Emergency Response Activity or Exercise

The Contractor shall perform the following tasks:

Search Laboratory Compendium to obtain information related to laboratory capability and/or capacity. Information may include, but is not limited to, the number of laboratories with a specific capability or capacity, the location of laboratories within a specified geographic location, the name and point of contact of specific laboratories with specified capability and capacity, etc.

Track the number of samples that are being analyzed by ERLN laboratories during a response and make recommendation as to the availability of the laboratories to receive further samples.

Draft operational plans for conducting exercises involving ERLN assets, and facilitate the collection of information from the participating ERLN assets during the exercise. Facilitate hot wash meeting concerning the exercise and deliver a final report summarizing the activities and the outcomes of the exercise.

For the purpose of estimating costs associated with this task, the contractor can assume that four (4) exercises will be conducted requiring participation of six EPA ERLN assets (i.e., laboratories) per exercise.

Deliverable:

All requests through Task 6 shall be made through Technical Direction. Deliverables shall be in the form of reports, either detailed, or summary as required through the TD. Required due dates of each deliverable will be noted in the TD according to the previously described Tier system.

V. SCHEDULE/DELIVERABLES

All work assigned under this WA with the exception of Tasks 0 and 1, shall be assigned through Technical Directives (TD). TDs shall include specific reports, graphs, information, etc. needed for specific tasks, and shall also include the required delivery data of such report, etc.

The Contractor shall notify the EPA Work Assignment Manager, EPA OW Project Officer, and EPA Contracting Officer when 75% of the LOE within the work assignment will be expended. The Contractor shall obtain approval for all travel, in writing, by the EPA WAM and Project Officer per contract requirements before any travel commences.

VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)

Financial Reports

Project Specific reports, minutes, summaries, etc., as directed through TD

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preference is defined at FAR 2.101, and shall be used

when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the EPA WAM to any anticipated event *under* the work assignment which may result in incurring an estimated \$23,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WAM will then prepare internal approval paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

QUALITY ASSURANCE SURVEILLANCE PLAN
for the Water Security Division's
Technical, Analytical, and Regulatory Mission Support
Performance Work Statement

Quality Assurance Surveillance Plan

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	Unsatisfactory rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period.

<p>Timeliness: Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p>Unsatisfactory rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
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<p>Cost Management and Control: The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Unsatisfactory rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
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<p>Technical Effort: The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p>Unsatisfactory rating under the category of QUALITY OF PRODUCT OR SERVICE in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>
<p>Socio-Economic Utilization: The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an Unsatisfactory rating under the category of BUSINESS RELATIONS, and MEETING SDB SUBCONTRACTING REQUIREMENTS in the NIH Performance Evaluation System.</p>

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Comments: The purpose of this amendment is to designate a new WAM, Schatzi Fitz-James. Terry Smith becomes the Alt WAM										
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Work Assignment Manager Name Schatzi Fitz-James							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-564-2521			
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Project Officer Name Nancy Muzzy							Branch/Mail Code:			
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Contracting Official Name Cathy Basu							Branch/Mail Code:			
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Comments: The purpose of this amendment is to incorporate a new task 7 into the work assignment, which the Agency estimates will add 292 technical LOE, from 8215 to 8507. The Contractor shall submit a work plan and budget for the new task, and an overall estimate to complete this period. All invoicing for task 7 should be clearly marked as separate funds will be used for the task.										
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11/30/2010 To 07/31/2013										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Schatzi Fitz-James							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-564-2521			
							FAX Number:			
Project Officer Name Nancy Muzzy							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-569-7864			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Cathy Basu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2042			
							FAX Number:			

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT**

Contract No. EP-C-10-060

Work Assignment: 2-14, Amendment 2

WAM: Name **Schatzi Fitz-James**
 Office of Emergency Management
 Office of Solid Waste and Emergency Response
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Alternate WAM: Terry Smith, smith.terry@epa.gov

LOE: 8507 Technical LOE (an amendment increase of 292 LOE)

Period of Performance: August 1, 2012 to July 31, 2013

The purpose of this amendment is to incorporate new Task 7, as follows:

Task 7 – Develop EPA Lab Enterprise Interface in Laboratory Compendium

The contractor shall perform the following tasks:

Assist POCD in developing, testing and implementing an EPA Lab Enterprise interface/user view to the Laboratory Compendium. This assistance involves all “user characteristics,” including synchronizing the current EPA view to have similar characteristics if/when required.

Manage data entry to populate new values for data administration tables, including laboratory type, personnel, special services and analytical capabilities. Manage data entry to populate previous data from removed EPA laboratories to facilitate responses and render data management processes more efficient. Update existing schema via modifying existing tables and adding tables to accommodate more specific information needs. These modifications and/or additions will enable collection of data regarding facility ownership (associating an entity to a facility where there may be many laboratories within a single facility) and type of space within a facility.

Develop new “landing” page for EPA Enterprise users. Develop a compiled enterprise report to download from new landing page.

Deliverable(s):

All requests through Task 7 shall be made through Technical Direction (TD). Deliverables shall be in the form of draft pages, charts and/or summaries and detailed data reports. Required due dates of each deliverable will be noted in the TD.

NOTE: All invoicing for actions under this new Task 7 must be clearly segregated for payment, as it is supported by another Program Office.